



Job Opportunity

State Controller's Office

Position: Senior Legal Typist

Statewide

Location: Executive Office
300 Capitol Mall, 18th Floor, Sacramento, CA 95814

Issue Date: April 22, 2003

Final Filing Date: Until Filled

Contact/Telephone:

Gerard Anderson, (916) 323-3321

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-3224-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general instruction provided by the Chief, Legal Counsel, and/or the lead Legal Secretary, provide administrative support services to the Legal Office and act as an assistant to the Legal Secretary by performing the less complex legal secretarial duties. Specific duties include, but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- When requested, perform legal typing services that may or may not involve transcribing;
- Organize and maintain legal files, which may include purging and/or revising out-dated information or file contents;
- Maintain the legal library containing books and documents essential to the research efforts of the legal staff engaged in the representation of the State Controller's Office;
- Provide guidance to or direct incoming telephone inquiries to responsible staff members;
- Draft the less complex letters, memoranda, or responses to various entities requesting information or the disposition of a legal issue being addressed by the State Controller's Office;
- In the absence of the Legal Secretary, support the Chief Legal Counsel by drafting legal pleadings or letters of a legal nature;
- Operate a personal computer and the associated software for the purposes of electronically filing legal data, maintaining a project calendar, drafting letters and/or memoranda, and creating charts and graphs to be used by legal staff;
- When instructed, collect relative data and/or documents for review by staff counsels;
- Maintain standard forms used in the office, and monitor and re-order office supplies;
- Receive and direct incoming mail to specific individuals responsible for handling the identified topic of concern with general direction;
- Schedule event calendar for legal staff.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Executive Office

P.O. Box 942850

Sacramento, CA 94250-5877

Attn: Gerard Anderson



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